

## Administrative Regulation

### Inter/Intra District Transfers

The following regulations shall govern the disposition of any inter-district or intra-district pupil transfer request filed with the district by a parent or guardian of a school age pupil.

Inter/intra district transfer renewal requests received by the Office of Student Services by March 30 shall be reviewed and acted on prior to the disposition of new transfer requests.

Applications for transfer from nonresident parents/guardians of children attending a school on the Open Enrollment List in another district will be accepted between April 1 and April 30 of the preceding school year for which transfer is requested.

#### A. Inter/Intra District Transfers

The parents or guardian of each school age student who is a resident in the district may file a written request to select the school of attendance for their child irrespective of the location of their residence subject to the regulations and selection criteria established for such alternate school attendance.

The superintendent or designee shall grant priority to any district student to attend another school outside of his/her attendance area as follows:

1. Students eligible under Section D (Program Improvement).
2. Students attending schools identified as persistently dangerous, based upon criteria approved by the state Board of Education, will be provided with the option to transfer to another district school that has not been identified as persistently dangerous.
3. The victim of a violent criminal offense on school grounds will be provided with the option to transfer to another district school.
4. Any sibling of a student already in attendance in that school.
5. Students seeking a transfer based on any reason not specified above will be selected using a random, unbiased selection process.

B. General Provisions

1. Transportation to and from school shall be the responsibility of the parents or guardian, unless it is required by federal/state requirements.
2. The Garden Grove Unified School District reserves the right to assign any pupil who is granted a transfer permit to a school and/or class where room and facilities are available.
3. In the case of inter-district transfers, the parents or guardian of the student bears the responsibility to secure the release from the district of residence and acceptance from the district of attendance.

C. Intra-District Transfer Provisions

1. No student residing within a specific attendance boundary designated for a school may be displaced by a student granted a transfer to that school.
2. All transfers will be approved based on capacity. The Office of Business Services will provide by March 1 of each school year a list of schools that are not at capacity. Intra-district transfer requests by parents or guardians shall be received by the district no later than March 31 of each school year.
3. A student will be allowed only one choice transfer placement per school year.
4. If space is not available to all students selecting a specific school, students will be selected for that school by the following guidelines:
  - a. Transfer students currently attending any school will have priority over a new transfer to that school.
  - b. If a school does not have space for all returning students previously granted a transfer at the high school level, preference will be given first to seniors; juniors will be given preference over sophomores, etc. At the intermediate school level, eighth (8) grade students will receive preference over seventh (7) grade students.
  - c. After all priority transfers have been applied, all remaining selection of students requesting transfer to a specific school will be by a random draw selection until available space identified has been filled. Transfers at the elementary school level shall be

selected in a manner that ensures specific grade levels are not adversely impacted and mandated class size limits are not exceeded.

- d. The random draw referenced in guideline “c” above shall be conducted in April of each school year. The random draw shall establish a student’s enrollment priority to the school and grade level requested pursuant to those regulations governing intra-district transfers, parental choice. This student enrollment priority roster shall terminate on October 1, following each annual draw.
  - e. Open Enrollment transfer applicants will be considered after the draw referenced above in accordance with Education Code section 48356.
  - f. Parents of any student who was not enrolled for lack of available space at the school of their choice by October 1 of each year must resubmit a new request for transfer for consideration in March of the subsequent school year.
  - g. The district reserves the right to authorize an inter- or intra-district transfer of a student at any time of the school year, irrespective of any existing enrollment priority roster, if such transfer meets the criteria for transfers for specified reasons and the transfer is deemed to be in the best interest of the student or the school.
5. School transportation for any student permitted to transfer to an alternate school of attendance shall be the responsibility of the student’s parents or guardian, except as required by law.
  6. All CIF rules and regulations governing such transfers and athletic eligibility are applicable.

D. Intra/Inter-District Transfer (Program Improvement

The parents or guardian of students attending schools identified for program improvement will be provided with the option to transfer to another district school that has not been identified for school improvement subject to the regulations and selection criteria established for such alternate attendance.

1. No student residing within a specific attendance boundary designated for a school may be displaced by a student granted a transfer to that school.

2. A student will be allowed only one program improvement placement per school year.
3. Priority will be given to students based on educational and financial need.
4. The district will specify the schools available for transfer.
5. The district will provide or pay for transportation to the new school within certain budgetary restrictions and guidelines.
6. The student may remain in the new school through its highest grade.
7. The district will provide or pay for transportation to the new school only as long as the student's original school remains identified as a Program Improvement School.

E. District Transfer Committee

The superintendent authorizes the establishment of a District Transfer Committee. It shall be the duty of this committee to receive and evaluate the requests for transfers from schools within the district, initiated by a student's parent/guardian or school officials and according to the criteria set forth in this regulation.

Should a request for intradistrict transfer be denied, an appeal of the recommendation may be made to the superintendent's designee.

Further appeal may be made to the superintendent in writing if new information pertinent to the appeal is discovered and if the appeal process has been exhausted. It is the intent of the district to resolve appeals at the earliest possible point in the process.

Appeals will be considered on the basis of criteria contained in this regulation.

It should be noted that the recommendation of Student Services regarding transfer requests will be followed unless compelling evidence exists that criteria stipulated in this regulation have not been observed.

F. Interdistrict Transfers

The superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons:

1. The pupil has been determined by personnel of either the district of residence or the district of proposed enrollment to have been the victim of an act of bullying committed by a pupil of the district of residence. Requests made on this basis shall be given priority for interdistrict attendance.
2. To meet the child care needs of the student. Such students may be allowed to continue to attend district schools only as long as they continue to use a child care provider within district boundaries.
3. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.
4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
6. To allow the student to remain with a class graduating that year from an elementary, junior, or senior high school.
7. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.
8. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.
9. When the student will be living out of the district for one year or less.
10. When recommended by the School Attendance Review Board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.
11. When there is valid interest in a particular educational program not offered in the district of residence.
12. To provide a change in school environment for reasons of personal and social adjustment.

An interdistrict attendance permit shall not exceed a term of five years. Each permit shall stipulate the terms and conditions established by both districts under which interdistrict attendance shall be permitted, denied, or revoked, and any standards for reapplication. (Education Code 46600)

Once a student is enrolled in a school, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the permit. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

The superintendent or designee may deny initial requests for interdistrict attendance permits if school facilities are overcrowded at the relevant grade level or based on other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

Within 30 days of a request for an interdistrict permit, the superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the county Board of Education as specified in Education Code 46601. (Education Code 46601)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

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